



**JOINT FORCE HEADQUARTERS
DISTRICT OF COLUMBIA NATIONAL GUARD
2001 EAST CAPITOL STREET
WASHINGTON, DC 20003-1719**

DCNG HRO - EEO

30 January 2001

MEMORANDUM FOR

SUBJECT: Notice of Final Interview and Right to File a Complaint for, District of Columbia **Air/Army** National Guard

1. This is notice that on 30 January 2001 the final counseling interview was held in connection with the matter you presented to, _____ EEO Counselor.
2. You initially brought this matter to the attention of the State Equal Employment Manager, SMSgt Martin, on _____. Your initial counseling session was conducted on _____. You stated that you believed that you were discriminated against on the basis of _____.
3. If you believe you have been discriminated against on the basis of race, color, religion, gender (to include sexual harassment), national origin, age, physical or mental handicap, retaliation for participating in an EEO activity, or opposing an unlawful employment practice under the anti-discrimination laws, you have the right to file a complaint of discrimination **WITHIN 15 CALENDAR DAYS AFTER RECEIPT OF THIS NOTICE.**
4. The complaint must be in writing on NGB Form 713-5, which is enclosed with this notice. It must be filed in person, by facsimile, or by mail with the State Equal Employment Manager (SEEM) or the Commanding General at the following address:
 - a. DCNG State Equal Employment Manager
ATTN: SMSgt D. Christopher Martin
2001 East Capital Street
Washington, DC 2003-1719
202-685-9768
 - b. DCNG Commanding General
ATTN: Maj Gen David F. Wherley, Jr.
2001 East Capital Street
Washington, DC 2003-1719

DCHRO - EEO

Notice of Final Interview and Right to File a Complaint for

5. Your formal complaint must state clear and specific issues that form the basis of your complaint. If you include issues on which you have not been counseled, such issues may be dismissed. Each issue must contain the specific act or personnel action that you believe was discriminatory, the date of the occurrence, and the basis of the discrimination. If your issues are not clear or specific or do not contain this information, you will have to clarify your issues before the complaint can be processed. To avoid any delay, the SEEM is ready to assist you in completing NGB Form 713-5 and in preparing your formal complaint, should you choose to proceed.
6. The complaint must also state whether you have filed a grievance under a negotiated grievance procedure or an appeal to the Merit System Protection Board on the same subject matter and if so, the date it was filed.
7. If you retain a representative you must provide his or her name, address, and telephone number to the SEEM at the above address. If your representative is an attorney, you must so indicate. You and your representative will receive a written notice of receipt of your discrimination complaint.

Enclosure

Counselor Signature Block